

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, 44 OLD STREET, CLEVEDON, ON MONDAY, 18TH JULY 2011
AT 7.30 pm.

Present: Cllr C Wring (Committee Chairman) Cllr J Middleton (Vice Chairman)
Cllrs C Arnold, L Knott & N Pennycott
Committee Clerk – S Howard
Tenants Reps: D Beynon (WA), R Cheek (HA), N Foster (CEM),
D Holladay (VR), P Cornock (CH), W Rowlinson (ML) K Santo (ML),
A Stephens (CH)

AL 11/35 APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr C. Hall, Cllr P McNeill & Cllr M Hime

AL 11/36 DECLARATIONS OF INTEREST

Cllr Wring declared an interest in the Clevedon Flower Show.

AL 11/37 FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

Members NOTED the financial report.

AL 11/38 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 6 JUNE 2011 MINUTES

38.1 Moor Lane

38.1.1 Gate – a quote has been received for £100.00 excluding VAT to supply a jockey wheel. It was **AGREED** that as long as the wheel was rubber, then we would go ahead and get the wheel installed on site.

38.1.2 Moor Lane Boundary fence – The weeds have been dug out and it now needs spraying. The weather has been against us, so it has been **AGREED** that as the weeds reappear then they would be removed and monitor the situation.

Action W Rowlinson & K Santo

38.1.3 WPC Reports

ML1 – Concern was raised about the roses on the garden and that they are tall and need to be cut back to due H&S issues. It was also highlighted as to the number of fruit bushes that were on the garden. It was **AGREED** that a letter would be sent to the tenant.

ML2 – The garden is very untidy and it was **AGREED** for a WPC1 letter to be sent.

ML5A – The paths around the allotment need to be cut and tidied. It was **AGREED** to write to the tenant.

ML11A – The tenant is currently away, but the daughter has made the garden tidy again following a letter of concern being issued.

ML15 – It was advised that the garden is now looking very untidy and uncultivated and no-one has been seen on site. The tenant has advised that he is in hospital and that he has friends helping with keeping the garden tidy. The tenant does intend to return to the allotment garden. It was **AGREED** to issue a WPC1 warning letter.

ML41 – There are some wood chippings at the top of the allotment site driveway that belong to the tenant. It was **AGREED** to write to them to ask them to move them to their garden.

ML48 – It was reported that still no work has been done and it was therefore **AGREED** to terminate the tenancy.

ML55 – It was reported that the garden is looking untidy and it was **AGREED** to issue a WPC1 warning letter.

ML57 – It was reported that the tenant has vacated the allotment garden due to being unable to cultivate the ground because of his operation. The garden will be re-allocated to the next person on the waiting list.

Action – Committee Clerk

38.2 Highdale Avenue

38.2.1 Overhanging Foliage – The Tenant Rep has tried to contact the property owner with no success, therefore the Tenant Rep has cut back the foliage himself. **RESOLVED.**

38.2.2 Rubbish – A poster has been placed on the Allotment notice board concerning leaving rubbish and there have been on further incidents to report. **RESOLVED.**

38.2.3 Shed Guttering – The Committee Clerk advised that she can obtain used guttering and down pipes from Britannia Windows, free of charge. A poster will be made and offered to tenants on a first come, first served basis. An article will also be placed in the annual newsletter.

38.2.4 WPC Reports – HA67 - The Tenant Rep advised that he has spoken to the tenant on site and now understands in more detail as to how the tenant gardens her plot. She operates a perma-culture technique, which means that the ground is not turned over. It was **AGREED** that a letter would be sent to the tenant asking her to cut down the apple and bay trees at the end of the growing season and to tidy the bottom half of the allotment garden.

Action – Committee Clerk

38.3 Church Hill

38.1.1 Badgers – The Tenant Rep advised that badgers are still getting on site and the Reps are filling in the holes when they appear. The gate to replace the existing one on site, the Tenant Rep is to obtain a quote for having the gate cut down to size.

Action – A Stephens

38.3.2 Central Path – The Tenant Reps provided a measurement of 160ft and it was suggested these be in lengths of 8ft each. Prices need to be obtained before the work can be started in September/October 2011.

Action – Committee Clerk

38.3.3 Dip Tanks – It was **AGREED** that the Church Hill site would only need to have 4 dip tanks to replace all of the existing taps on site. Prices to be obtained for the dip tanks and installation.

Action – Committee Clerk

38.3.4 Overhanging shrubs – The Tenant Rep has tried to contact the property owner but has been unsuccessful. As the property owner is a tenant on the allotments, the tenant rep advised that he would try and see him on site to discuss the matter.

Action – A Stephens

38.3.5 Access drive – It was discussed that it is believed the driveway to be a shared access with the property owners. **RESOLVED.**

38.3.6 WPC Report – CH99 - The Committee Clerk advised that the tenant has been away and has now returned and the garden is now being cultivated.

38.4 Westbourne Avenue

38.4.1 The Tenant Rep advised that the edging of wood around each garden is an on-going project.

38.4.2 WPC Report – WA91 - The Tenant Rep asked for a WPC 2 letter to be issued as no work has been done on the garden in the last month. The Committee **AGREED** for this to be sent.

Action – Committee Clerk

38.4.3 Water tap – The tap needs a new stand. The Tenant Rep is happy to carry out the work, but will obtain a price for the wood to make the stand. A budget of up to £50.00 was **AGREED** at the meeting.

Action – D Beynon

38.5 Victoria Road

38.5.1 VR73 Polyunnel – It was reported by the Committee Clerk that an email had been received from the Tenant's who were not happy to receive the letter of concern. They advised they are cultivating the garden, but as they work full time can only go down to the garden at the weekend. The Tenant Rep reported that the paths were looking untidy and the plot is still not in a good state. It was **AGREED** to issue the tenant's with a WPC1 warning letter.

Action – Committee Clerk

38.5.2 Rubbish on site – The Tenant Rep has removed the rubbish from site. A notice has also been left on the notice board and no further incidents have occurred. **RESOLVED.**

38.5.3 Dip Tank – The Tenant Rep advised that the ball cock has been looked at and is now **RESOLVED.**

38.5.4 Ash Tree on VR74 – The Committee Clerk advised that the Ash tree has now been removed from site. **RESOLVED.**

38.5.5 Fencing – The Councillor Representative advised that there is a gap between the allotment garden and the fence which could be filled by tenants along the fence edge with stones/wood etc. The Committee Clerk to write to tenants that are affected by this.

Action – Committee Clerk

38.5.6 WPC Report – It was advised the VR76 is a new tenancy and they have done a wonderful amount of work to the garden. WPC letter not required.

38.6 Cemetery

38.6.2 Badgers/Rabbits – The Tenant Rep advised that he would like to wait until February 2012 before starting work on the wall and gate on site.

38.6.3 Taps – Following the site meeting by Cllrs Wring and Knott, it was advised that the tap by garden number CEM153 needs replacing. The Committee Clerk to obtain a price for the works to be done.

Action – Committee Clerk

38.6.4 CEM143 and 149 – It was discovered at the meeting that the Tenant Rep had given the wrong garden number of 149. He apologised and advised that it should be CEM145. The Committee discussed that if the plot is not being cultivated by the Tenant and that the Tenant has not been seen on site for a long time, then a notice should be placed on the garden to advise – if you are not the tenant of this garden, then you are not allowed to cultivate the ground. The Committee Clerk advised that as mentioned in the previous meeting, without evidence we cannot terminate the tenant from the garden.

38.6.5 WPC Reports – The Tenant Rep confirmed that garden number CEM143 is looking very untidy and it was **AGREED** by the Committee to send a WPC2 warning letter.

It was also **AGREED** to issue a WPC1 warning letter to garden number CEM157.

There are fruit trees on garden numbers CEM135 and CEM153 and it was **AGREED** to write to the tenants to ask for this to either be placed in pots or removed from the allotment at the end of the growing season.

The Councillor Representative for Church Hill asked the Tenant Rep for Cemetery if the young offenders that carried out work to the back wall of the allotments, could also do some work to the boundary wall with the Cemetery. The Tenant Rep confirmed that this could be arranged.

AL 11/39 CHURCH HILL PARKING AREA QUOTES

The Committee Clerk advised the Committee of the following prices for tool hire and hardcore.

Compactor/wacker plate, quotes obtained 7 July 2011.

Contract Hire, Alexandra Road, Clevedon. £35 + VAT for weekend hire.
HSS Hire, Bristol. £35.00 + VAT for weekend hire and £18.50 each way for delivery
Travis Perkins, Bristol. £23.50 + VAT per day at the weekend and £2.50 each way for delivery.

Gravel – quotes obtained 7 July 2011.
Provided an area of 40ft by 50ft to be used for an allotment car parking area.

Jewson Limited, Clevedon. £16.50 + VAT per ton and advised we'd need it to be 4 inches deep and 20 tonnes for this area.

Travis Perkins, Clevedon. £15.40 + VAT per ton and advised we'd need 18 tonnes.

The Committee agreed that we should go ahead with the Contract Hire company in Clevedon and obtain the gravel in bags and have it ready on site for the end of the growing season, i.e. September/October 2011. The Tenant Reps have agreed to carry out the work to the allotment car parking area.

AL 11/40 MOOR LANE GATE

A quote was received from Artistic Fabrications Welding and Supplies to supply and fit a rubber wheel to the Moor Lane gate. The price was £100.00 + VAT. The Committee **AGREED** that as long as the wheel was rubber and therefore would not mark the driveway then we would go ahead and have the wheel installed.

AL 11/41 TENANT REQUESTS

ML12 – Extension to existing shed. The Tenant Rep confirmed that the shed size would increase to be 8ft by 6ft. A photograph of the proposed extension was shown to the Committee and it was **AGREED** that as the shed would be increased a further deposit of £15.00 would need to be paid. The Committee **AGREED** to the extension.

CH99 – Request for a shed. The Tenant would like a 6ft by 4ft shed by the electricity box. The Committee **AGREED** that as long as the shed was far enough away from the electricity box that the tenant could have the shed.

AL 11/42 REPORT CONCERNING WATER TAPS ON CEMETERY SITE

The Chairman of the Committee and the Councillor Representative for Church Hill advised that only one tap needed replacing. This being the tap closest to garden number CEM153.

AL 11/43 RECEIVE AN UPDATE FOR A SPEAKER AT THE ATM IN OCTOBER 2011.

The Committee Clerk advised that an email had been sent to the speaker of the Herb Society in order to obtain a price for coming to speak at the ATM in October. Contact will also be made with Arne Herbs, Chew Magna to check availability and a price for coming to be a speaker.

Action – Committee Clerk

AL 11/44 RECEIVE ITEMS FOR ALLOTMENT WATCH

The Committee Clerk had received three tenants on Church Hill reporting that their gooseberries were being taken. Upon further investigation it was identified that blackbirds were the culprits!

AL 11/45 ALLOTMENT RISK ASSESSMENTS

The Committee Clerk distributed Risk Assessment forms and notes to all Tenant Representatives. It was advised that risk assessments needed to be done on all sites and completed forms be returned to the Committee Clerk.

Action – All Tenant Reps

AL 11/46 SITE MAINTENANCE BOUNDARY WORK

The Committee Clerk advised that the contract with J Roberts and Son had expired in May 2011. The Tenant Reps for Church Hill and Moor Lane felt that they would still like to receive the support of the company as they are large sites to maintain. It was **AGREED** to renegotiate the contract with J Roberts and Son, as the smaller sights were now self sufficient in doing grass cutting etc.

AL 11/47 CLEVEDON FLOWER SHOW AND ROTA FOR MANNING THE STALL

The Committee Chairman showed the members a print out of the front cover of – Grow your own drugs book. The Chairman suggested that we take recipes from the book and use them on the stall, along with the herbs that have been grown. The Committee Clerk advised that she had the book and would start work on collating this information.

The rota for manning the stall on the weekend of the show was handed around to members and volunteers have started signing up to help support the stand.

Action – Committee Clerk

AL 11/48 NOTE THE FOLLOWING INFORMATION

Members noted the following information -

Termination of Tenancy - ML57

Allocation of Tenancy - VR76

Waiting list - 172 @ 11 July 2011, waiting list closed on 6 June 2011

AL 11/33 CHAIRMAN'S ITEMS

There were no Chairman's items for information.

AL 11/34 DETERMINE PART I AND PART II ITEMS

There were no Part I or Part II items.

APPROVED AS A TRUE RECORD CHAIRMAN.....

Meeting finished at 9.40pm. DATE: